

GOVERNMENT OF TELANGANA

ABSTRACT

PUBLIC SERVICES – Directorate of Employment & Training – Revised syllabus for Departmental Tests – Part-I Employment Exchange Procedure (PC No.096), Part-II General Office Procedure (PC No.104) and part-III Basic English (Subjective type of questions) – Prescribed – Orders – Issued.

LABOUR EMPLOYMENT TRAINING & FACTORIES (Emp-Vig) DEPARTMENT

G.O.RT.No. 853

Dated: 11-11-2016.

Read:

From the DET, TS, Hyderabad, Lr.No.H/CET Peshi/42/2015, dt.21.3.2016.

ORDER:

In the letter read above, the Director of Employment & Training, Telangana State, Hyderabad has proposed for modification of the syllabus for the Departmental Tests of Directorate of Employment and Training for part-I Employment Exchange procedure (PC No.096), Part-II General Office Procedure (PC No.104) and part-III Basic English (Subjective type of questions). He has further informed that, as part thereof, a 5 member committee has been appointed to examine the issue and furnish necessary recommendations.

2. The recommendations furnished by the 5 member committee of Directorate of Employment and Training in the matter have been examined and it has been decided to accept the recommendations of the 5 member committee.

3. Accordingly, the following revised syllabus is prescribed for the Departmental Tests of Directorate of Employment Training viz.,

PART-I – Employment Exchange Procedure (PC No.096)

Section I – Registration work

Section II – Vacancy and submission work

Section III – Statistical Returns, Reports and other procedural matters

Few questions related to National Career Service and Career Psychology.

Part-II - General Office Procedure (PC No.104)

Prescribed in District Office Manual and General Plan relating to the efforts of the State as a whole in community development programme and questions related to the Geographical, Historical and Economic condition of Telangana with special emphasis on the latest developmental programmes being implemented across the State and Current affairs of National and Local importance.

Part-III - Basic English (Subjective type of questions)

Drafting of Memos, Letters, Endorsements, Note files, preparation of proceedings and current files, Calculation of Leaves (EL, HPL, ML etc.) Precise writing, Synonyms and Antonyms, Entries in Service Register viz., Pay Revision Commission, Promotion, Transfer, Declaration, Opening on Service Register etc.

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4. The Telangana State Public Service Commission, Hyderabad is requested to incorporate the same in the Syllabus of Departmental Test in respect of Director of Employment and Training, Hyderabad.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

DR. RAJAT KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Employment & Training, Telangana State, Hyderabad.
The Secretary, Telangana State Public Service Commission, Hyderabad.
The General Administration (Services) Department,
Telangana State, Hyderabad.
SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER